



Frequently Asked Questions: GEO's 2023 Learning Conference

Who should attend GEO's 2023 Learning Conference?

The 2023 Learning Conference is focused on learning and evaluation within philanthropy and is open to philanthropy professionals interested in this work at all levels. We believe having a learning mindset and developing a learning culture is an important effective grantmaking practice and grantmakers within all roles can gain helpful skills and resources from this conference – even if their work has not been historically focused on learning and evaluation.

GEO conferences are open to current GEO members; all staff and trustees of grantmaking institutions; staff of philanthropy-supporting infrastructure groups, such as regional associations of grantmakers and affinity groups; and staff of academic institutions and programs focused primarily on the study of philanthropy and the practice of giving. We also have limited seats available to consultants who support grantmaking institutions and nonprofits. There are 25 in-person registration tickets available to consultants at the nonmember rate on a first come, first served basis. Consultant organizations are limited to a maximum of two in-person registration tickets per organization.

Is GEO proceeding with an in-person conference?

Yes, GEO is proceeding with an in-person conference for 500 attendees, with a virtual livestream component, and appropriate COVID mitigation methods.

Will there be an option to participate virtually?

Yes, our virtual conference will provide access to livestreamed plenary sessions, and virtual talkback sessions to process the plenary sessions in community with fellow conference attendees. We also have the opportunity for virtual conference participants to host or attend a virtual community building session.

Where is the conference located? How can I get there?

All conference programming will take place at the Washington Hilton. You can register under GEO's group rate at \$289 per night by April 1, 2023 by [clicking here](#).

The Washington Hilton is located about 6 miles from Ronald Reagan Washington National Airport (DCA) or 30 miles from the Dulles International Airport (IAD), or 34 miles from Baltimore/Washington

International Airport (BWI). You can also take Amtrak to Washington Union Station. We ask conference participants to NOT make travel accommodations until your registration is confirmed.

What is the conference program? When will I know more about who is speaking?

Our conference program will feature a variety of interactive breakout sessions, thought provoking plenaries featuring a variety of leaders in the community, and other opportunities for communities to gather and process emergent work. Our conference website currently includes information regarding the details and vision behind each program element of our conference. We expect full breakout session titles, descriptions, and plenary speakers to be announced in late March.

What are the COVID-19 policies and procedures for participants?

All in-person conference participants, speakers, vendors and GEO staff will be required to certify that they have received a negative COVID-19 within the past 24 hours before attending any conference programs. Participants are encouraged to test in advance at home or are welcome to utilize free rapid tests available onsite.

We also strongly encourage those who are able to stay up-to-date on their COVID vaccinations including bivalent boosters. Masks are encouraged and available at no cost at the registration desk.

What kinds of tests are accepted? How can I show proof of a test/vaccine?

We will not be checking vaccines or tests at the conference, but rather asking all participants to certify that they have completed a negative COVID test. This will be done as a pop up on the registration kiosk. *There is no documentation required.* We accept rapid, PCR, and antigen tests. We will have tests available on site for both staff and participants.

What if I need an accommodation to participate fully?

GEO is committed to ensuring our events are accessible and inclusive. During the registration process, you'll be asked about accommodations including but not limited to dietary restrictions, large print, interpretation and more. After filling out the accommodation section of registration, GEO staff will reach out to you directly so we can ensure your full participation.

What is your cancellation/substitution policy?

Cancellations for in-person registrations received by Friday, March 31 are eligible to receive a partial refund (registration price minus a \$100 non-refundable admission fee). Cancellations for in-person registrations received after March 31 will not be eligible for a refund.

Participants may also choose to transfer their registration to a colleague or peer with the same membership level or transfer their registration to virtual. Requests for cancellations and substitutions must be submitted in writing to registration@geofunders.org. Refunds will not be offered for virtual registrations, transferred registrations, or no shows.

It is a few days before the conference and I am experiencing COVID-19 symptoms, have tested positive for COVID-19, am waiting for a test result, or become aware that I had close contact with a person who has tested positive for or who has symptoms of COVID-19. What should I do?

You must monitor your daily health prior to entering the conference facilities and stay home or isolate yourself, and seek medical attention, in such situations. Contact GEO staff to let them know you will be unable to attend the conference or, if the conference has started, that you are not able to continue attending in-person.

In line with our efforts to mitigate the spread of COVID-19 and other viruses at our in-person conference, we are offering an exception to our cancellation policy only for those who test positive for COVID-19, are experiencing symptoms, or have a close contact in the days leading up to the conference. Eligible participants will be transferred to a virtual conference registration and have the option of choosing a refund. Participants will be asked to submit a signed attestation indicating their COVID- and/or symptom-status in order to be reimbursed the cost difference between virtual and in-person conference registrations. Participants have the option of not seeking reimbursement and instead donating the additional cost to GEO to reduce the administrative burden on GEO's team. To be eligible for refund, you must contact registration@geofunders.org before 9 AM ET on Monday, May 22, 2023.

What is the photo/video/media policy for the event?

GEO strives to document and capture the community, peer-learning environment of our conferences. During the conference, we will be photographing and recording various aspects of the program. Through registration, attendees accept the terms of our release: *By participating in this conference and/or being present at the venue, you authorize GEO to use and reproduce any photographs taken, without compensation.*

Are there any sponsorship opportunities?

Yes, sponsorship opportunities are available! You can view our supporter packet [here](#). Please reach out to Lauren Gentry at gentry@geofunders.org if you're interested in learning more.

What if someone contracts COVID-19 onsite? What is the protocol for the affected attendee and for all attendees?

In line with our duty of care, we will inform conference attendees if someone on site alerts us that they have tested positive while at the conference, or shortly following the conference.